

**State University of New York
College of Environmental Science and Forestry
1 Forestry Drive
Syracuse, New York 13210**

ANNOUNCEMENT OF PROFESSIONAL VACANCY

Director of Facilities

November 19, 2021

Campus Title:	Director of Facilities
Unit:	Facilities
Professional Rank and Salary Range:	Management / Confidential (MP-3 Level Salary Commensurate with Qualifications)

Background

Founded in 1911, the State University of New York College of Environmental Science and Forestry (ESF) is the nation's oldest, and one of the most respected, institutions dedicated to the study of the environment and to building a sustainable future. ESF's main campus is in Syracuse, New York. The College also has regional campuses, field stations, and facilities throughout Central New York, and the Adirondack Mountain and Thousand Islands regions of New York State. The College is committed to providing high-quality instruction, research, and service at its facilities, which encompass 25,000 acres in New York State and other locations worldwide. ESF students participate in the broadest array of environmental and renewable natural resources programs in the US. Its faculty members are internationally recognized for their scholarship, excellence in teaching, remarkable record of extramural funding, and community involvement and service.

ESF is well positioned for success at a time when society increasingly recognizes the importance of a sustainable environment – and the health of ecosystems around the world – to the economic and social well-being of all. The College provides national and international leadership to address and solve some of the world's most important and complex natural resource and environmental policy challenges. ESF consistently earns high rankings in Forbes, Peterson's Guide, Princeton Review, Sierra Cool Schools, The Washington Monthly, US News and World Report, and other national college guidebooks. It is one of only a handful of academic institutions in the US to have achieved the highest status (platinum) in the academic industry-standard Sustainability Tracking, Assessment, and Rating System (STARS).

The College offers 27 undergraduate programs and 54 graduate areas of study, including associate's, bachelor's, master's, and doctoral degrees focused on engineering, design, management, policy development, and science related to the environment, natural resources, and sustainable communities. ESF also features extensive forest lands and scientific facilities that offer unparalleled learning and research opportunities. At these regional facilities, students can

participate with faculty in hands-on field and lab activities using state-of-the-art technologies to prepare them to enter the workforce, and to make a difference as they embark on the next phases of their lives. For more information about the College, please visit <https://www.esf.edu/>.

The Opportunity

ESF seeks an individual with the experience, dedication, and breadth of vision to serve as its Director of Facilities. The successful candidate should be energetic, engaged, collaborative, decisive, creative, inclusive, and a respected leader and communicator who is fundamentally committed to advancing ESF's mission as a leading institution of higher education and research. The individual should possess the ability to work constructively and collaboratively with multiple constituencies and a proven ability to translate ideas and visions into action.

This position reports directly to the College's Executive Operating Officer and will join a leadership team implementing priorities to position ESF for success in its second century.

Specific Duties and Responsibilities

- Overall leadership and support of facilities planning, design, and construction; combined heat and power, steam, and HVAC systems; construction and mechanical trades; regional facilities maintenance; and vehicle and equipment fleet units
- Advise ESF's Executive Operating Officer on matters relating to the College's facilities and properties
- Ensure that facilities-related efforts reflect the mission and a positive image of the College
- Provide that facilities-related efforts reflect the College's commitment to the environment, energy conservation and efficiency, and sustainability, including:
 - Serving as an active member of the College-wide sustainability team
 - Help lead the effort to achieve WELL Building Certification for all ESF facilities
 - Assist with the transition to a zero-waste College
 - Help implement the College's Energy Master Plan, leading to a net-carbon-negative goal
- Assist in accelerating the diversity of staff within the facilities areas, with a keen focus on the College's facilities' enterprise becoming more inclusive
- Provide for recruitment, retention, growth, motivation, and development of high-quality staff members, maintain and advance employee excellence, and foster a positive, friendly, open, productive, empathetic and efficient work environment
- Establish and maintain an effective plan that supports the recruitment and retention of highly qualified employees
- Finalize and implement facilities master planning, including a focus on improving accessibility
- Serve as primary College liaison to the State University Construction Fund
- Help identify new and unique sources of funding to support capital building projects
- Contribute to strategic efforts to enhance and expand ESF's research activities
- Coordinate and manage facilities-related budget development and prepare annual budget recommendations
- Embrace a data-driven decision-making approach and integrate new technical tools, and develop and establish related standards and key performance indicators
- Provide leadership over vendor contracts and procure equipment/supplies

- Oversee, create, and communicate facilities-related policies and procedures
- Minimize institutional liability regarding College's compliance with local, state and federal regulations
- Responsibility for overall appearance of all College campuses and facilities
- Participate in advancement efforts of the College
- Create additional unique approaches to seizing and developing new opportunities
- Respond effectively to unexpected needs

This is a critical position at an important juncture for ESF. The successful candidate should understand the key economic, political, social, and technological changes affecting higher education today, particularly in the facilities area. The Facilities Director will need to bring creativity and vision to the College's efforts to address those changes, and meet associated challenges.

Required Qualifications

- Bachelor's degree in architecture, engineering, facilities management, energy management, environmental sciences, sustainable construction, or a related field
- Five (5) years of experience in a related field with progressive leadership experiences

Preferred Qualifications

- Master's degree in public administration, architecture, engineering, facilities management, energy management, environmental sciences, sustainable construction, or a related field
- Ten (10) years of experience in a related field with progressive leadership experiences
- Direct facilities leadership experience
- Previous supervisory role overseeing unionized staff
- "Green," energy-efficient, and/or sustainable building expertise and experience
- Budget planning and management experience
- Record of commitment to effective, inclusive, and collaborative leadership
- Documented capacity to formulate and articulate a shared vision, to persuade a wide range of audiences of its value, and to engage others in its implementation
- Clear understanding of the appropriate role as a senior leadership team member
- Evidence of operational leadership characterized by excellence, financial effectiveness, and growth
- Capacity to motivate and inspire others to strive continuously for excellence and ability to demonstrate strong supervisory and interpersonal skills
- Record of setting priorities, developing plans to achieve them, and communicating effectively with multiple constituencies to implement said plans
- Strong interpersonal skills, which include examples of working constructively with multiple institutional constituencies and stakeholders, inclusive and collaborative decision-making, active/reflective listening abilities, and an engaging curiosity

Location

ESF is located in Syracuse, New York, a dynamic and diverse community with plentiful natural, cultural, and civic opportunities. The *Places Rated Almanac* ranks Syracuse among the top 10

percent of “Best Places to Live.” Located on the eastern edge of the Finger Lakes Region, Syracuse is within a five-hour drive of Boston, New York City, Philadelphia, Toronto, and the High Peaks Region of the Adirondack Mountains. ESF is one of eight colleges and universities located in Onondaga County. Syracuse University, a strong partner with the College, is immediately adjacent to ESF, and SUNY Upstate Medical University is located within easy walking distance.

Application Deadline

Although applications will be accepted until the position is filled, candidates should submit their application by Friday, December 10, 2021 for optimal consideration.

Application Procedure

Applications should include cover letter, resume, and the name and contact information of three references. Application materials are required to be submitted on-line at <http://www.esf.edu/hr>

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site:

<http://www.esf.edu/univpolice/crimereports/>

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

SUNY-ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.